



**American Embassy, New Delhi, India**  
**Shanti Path, Chanakyapuri,**  
**New Delhi-110021**  
**Phone No. 91-11-24198728**  
**Fax No. 91-11-24198278**

Solicitation No.S-IN650-16-Q-0060

Date 04-28-2016

**Name & address of Offeror**

You are invited to submit your best offer for Supply of "Printing Paper" as per given specifications. Your offer must be submitted via e-mail to [newdelhibids@state.gov](mailto:newdelhibids@state.gov), on or before May 12, 2016 by 1330hours. Offeror must write their name, address and contact phone number on each page. The Contracting Officer shall provide additional information and/or clarifications concerning this solicitation.

**Goods – Description**

**For Text** – Gloss Art Paper: Size: 578 mm x 889 mm, 100GSM, short grain. Quantity = 1050 reams of 500 sheets or 525,000 sheets

**For Cover** – Gloss Art Paper: 584 mm x 914 mm, 150gsm, short grain, Quantity = 30 reams of 500 sheets or 15,000 sheets

**Services - Description**

Cost of paper for Text	\$/Rs. _____
Cost of paper for Cover	\$/Rs. _____
Freight and insurance up to Inland Container Depot (ICD), New Delhi, India	\$/Rs. _____
VAT/CST	\$/Rs. _____
Total	\$/Rs. _____

**On-road (within Delhi) Insurance will be paid by Embassy**

1. In order to enable the Government to claim VAT refunds, the offerors shall indicate VAT separately. If VAT is indicated separately, the contractor shall furnish tax invoices in accordance with Delhi VAT regulations.
2. Delivery: Delivery within 120 days of the receipt of the confirm order and tax exemption documents.
3. This purchase shall be bound by the FAR & DOSAR clauses enclosed as Annexure-B. Upon request, the Contracting Officer will make their full text available. Also, the full text of clause may be accessed electronically at the address: <http://www.acqnet.gov/far>.

DOSAR Clauses may be accessed at <http://www.statebuy.state.gov/dosar/dosartoc.htm>

4. Award will be made to the "**Technically Acceptable Lowest Price**" offer. The U. S. Government reserves the right to reject any offer which is very low or high.
5. In case of late receipt of offer, it shall be sole discretion of the Contracting Officer (CO), to accept or reject the offer.

6. The offer should be submitted **ONLY** at the e-mail ID [newdelhibids@state.gov](mailto:newdelhibids@state.gov) with the subject line as "Solicitation No. S-IN65016Q0060 Quotation for Supply of Paper".
7. The quotation should be submitted by 1530 hours on May 12, 2016.

#### PACKING REQUIREMENTS

- Paper is to be provided on BPOP (bulk paper on pallet) so instead of packing in 250 sheets or 500 sheets they will provide us the paper on a pallet (approximately 20 reams are packed together on a pallet)
- Paper should be complete in weight and count and should be billed us as per the actual quantity supplied. Plus minus 10% deviation would be acceptable.
- Paper should be glossy white of excellent international quality with even surface, wood free, free from froth marks, lint or any other foreign particles.
- Pallets should be packed in 20' containers only. **Do not** use 40' containers.
- Sample paper to be provided for testing. Quotation without sample will not be valid.

#### IMPORTANT INSTRUCTIONS FOR OFFER SUBMISSION:

- This will be a firm fixed price type of Contract with no additional charges. The prices shall include all taxes and freight if applicable and delivery up to ICD, New Delhi.
- Your offer should be valid for at least 90 days from the submission date.
- **Price:** The price should be on CIF, ICD, New Delhi basis with 'NIL' custom duty. Freight pre-paid up to ICD/TKD (Inland container Depot), Tuglakabad, New Delhi, India.
- **Custom Clearance:** US Embassy is exempted from custom duty. Custom clearance will be done by the Embassy. Shipping documents are to be submitted to the Embassy well in advance for arranging exemption certificate and other documents from MEA prior to arrival of shipment at ICD, New Delhi.
- **Excise Duty and Central Sales Tax (CST):** Applicable for vendors operating within India. American Embassy is exempt from the same. Relevant exemption Documents for the same will be provided.
- **VAT (for local suppliers):** In order to enable the U. S. Government to claim VAT refunds, bidders shall submit VAT as a separate line item. Supplier shall furnish tax invoice in accordance with New Delhi VAT regulations.
- Kindly prepare your quotations clearly giving break-up of Excise duty, VAT and Central Sale Tax if applicable.
- **Delivery Time:** Paper should be delivered before 1<sup>st</sup> September 2016.
- For any queries kindly contact Seema Luke via e-mail [luke@state.gov](mailto:luke@state.gov), before May 5, 2016. Answers to queries will be shared with all prospective bidders. Any query received after May 5, 2016 will not be entertained.
- The quotation must be submitted electronically by or before May 12, 2016; 1330hrs local time.

The offer should be submitted via email at [Newdelhibids@state.gov](mailto:Newdelhibids@state.gov) with subject line "Quotation for Solicitation Number S-IN650-16-Q-0060 for purchase of Printing Paper". Please do not submit your quotations via courier.

#### Evaluation Factors:

- Offer acceptability will be determined by assessing bidder's compliance with the terms of RFQ. Offeror must properly complete and submit all sections of the solicitation document. Proposals which do not comply with the RFQ may be rejected.
- Government will analyze bids based on following factors the apparent successful bidder complies with the requirements of FAR 9.1, including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - necessary equipment and facilities or the ability to obtain them; and

- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

**Terms and Conditions:**

- **Payment terms:** Payment shall be made thru EFT (electronic fund transfer) within 30 days of receipt of material with proper original invoice at American Embassy, New Delhi.

Name of the Offeror \_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Id: \_\_\_\_\_



Kris Arvind  
Contracting Officer